

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8610.11D

SUBJ: TECHNICAL PERSONNEL EXAMINERS (TPE) STANDARDIZATION SEMINAR 1996, 1997, AND 1998 SCHEDULE

1. PURPOSE. This order publishes the schedule of seminars for the standardization of designated mechanic examiners (DME) and designated parachute rigger examiners (DPRE). This order explains the designee must provide their own transportation, and explains the registration fee for attending these seminars.

2. DISTRIBUTION. This order is distributed to branch level, Flight Standards Service; branch level, Regional Flight Standards Divisions; Flight Standards District Offices; International Aviation Field Offices; International Field Offices; and directly to all DME and DPRE.

3. CANCELLATION. Order 8610.11C, Technical Personnel Examiners (TPE) Standardization Seminar 1995, 1996, and 1997 Schedule, dated November 1, 1995, is canceled effective June 1996. This order also supersedes the Memorandum entitled "ACTION: Update of the FY96 and FY97 Technical Personnel Examiner (TPE) and Inspection Authorization (IA) Refresher Seminar Schedules" (dated December 7, 1994), which was a schedule of meetings.

4. BACKGROUND.

a. All DME and DPRE candidates are required to attend and pass an Initial TPE Standardization Seminar as one condition of designation. All Aviation Safety Inspectors (Airworthiness) who are assigned surveillance responsibilities are encouraged to attend.

b. All current DME and DPRE must attend and pass a Recurrent TPE Standardization Seminar each 2 years as one condition of continued renewal. If necessary, the supervising FAA district office may extend the year recurrent training requirement.

5. PROCEDURES.

a. The schedules for 1996, 1997, and 1998 are published in Appendix 1, Initial TPE Standardization Seminar 1996, 1997, and 1998 Schedule; and Appendix 2, Recurrent TPE Standardization Seminar 1996, 1997, and 1998 Schedule.

b. Examiner attendance at the Initial TPE Standardization Seminar is arranged by the examiner's supervising Federal Aviation Administration (FAA) district office. Attendance for Recurrent TPE Standardization Seminars is arranged for by each examiner.

c. Aviation Safety Inspectors (Airworthiness) who administer mechanic or parachute rigger oral and practical tests or who supervise TPE, are encouraged to attend standardization seminars on the same basis as their designated examiners.

6. INITIAL SEMINAR.

a. Seminar Description. Increased emphasis on the oral and practical tests, changes to the oral and practical tests and test guides, use of the related forms, and certification file disposition will be covered in the 2-hour (3-day) lecture and workshop seminar. Each seminar participant will practice examiner job functions using the actual materials. Seminar hours are from 8 a.m. to 5 p.m.

b. Examiner Scheduling.

(1) A schedule of Initial TPE Standardization seminars is shown in appendix 1. The initial seminar is for all new examiners. Initial seminars are held in Oklahoma City, Oklahoma. The supervising district office may schedule a prospective examiner by contacting: Designee Seminar Pay Back System; AFS-641; P.O. Box 25082; Oklahoma City, OK 73125. Class size is limited, and attendees will be assigned on a "first come" basis.

(2) A registration fee of \$80 must be paid prior to attending the seminar. Arrangements for registration and paying this fee may be made by telephone. The telephone number is: (405) 954-0138. **There will be no arrangements for paying at the door.**

(3) Prospective examiners must meet the requirements of the most current version of Order 8610.4, Aviation Mechanic Examiner Handbook, or Order 8610.5, Parachute Rigger Examiner Handbook, for designation sought before they may be scheduled to attend an initial seminar.

7. RECURRENT SEMINAR.

a. Seminar Description. Recurrent training will provide continued emphasis on the oral and practical tests; a review of the current policy and regulations as they apply to DME/DPRE functions; and airman certification procedures. A schedule of Recurrent TPE Standardization Seminars for DME's and DPRE's is shown in appendix 2. The seminar will consist of one 8-hour session. Seminar hours are: 8a.m. to 5 p.m.

b. Examiner Scheduling.

(1) Recurrent seminars are usually conducted at cities in which FAA district offices are located. Because of low examiner population in individual districts, most seminars serve more than one district. Each examiner or inspector is responsible for making arrangements such as registration and hotel accommodations. There are no geographic limitations with regard to seminar attendance.

(2) A registration fee of \$60 must be paid prior to attending the seminar. Arrangements for registration and paying this fee may be made by mail or telephone. The address is: Designee Seminar Pay Back System; AFS-641; P.O. Box 25082; Oklahoma City, OK 73125. The telephone number is: (405) 954-0138. **There will be no arrangements for paying at the door.**

(3) AFS-641 will provide the instructional team and materials and arrange and pay for the meeting room and equipment. District offices will be contacted by AFS-641 personnel 90 days in advance of the scheduled date to initiate planning for the meeting.

(4) Designated examiners should have previously completed the initial seminar to be eligible to attend the recurrent seminar.

8. INFORMATION CURRENCY Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order should be forwarded for consideration to AEF641. Your assistance is welcome. FAA Form 1320-19, Directive Feedback Information, is attached. Please use the “Other Comments” block of the form, and provide an explanation of why the suggested change is necessary. Also, you may “mark up” a copy of the pertinent information or provide a handwritten note for consideration. If clarification is urgently needed, you may call AEF641 at (405) 954-4220 for guidance. However, you should also use the form as a followup to verbal conversation.

Thomas C. Accardi
Director, Flight Standards Service

**APPENDIX 1. INITIAL TPE STANDARDIZATION SEMINAR
1996, 1997, AND 1998 SCHEDULE**

1996

DATES	SEMINAR LOCATION
Mar 26-28	Oklahoma City, OK
July 16-18	Oklahoma City, OK

1997

DATES	SEMINAR LOCATION
Mar 25-27	Oklahoma City, OK
July 8-10	Oklahoma City, OK

1998

DATES	SEMINAR LOCATION
Mar 17-19	Oklahoma City, OK
August 11-13	Oklahoma City, OK

APPENDIX 2. RECURRENT TPE STANDARDIZATION SEMINAR
1996, 1997, AND 1998 SCHEDULE

1996

DATES	SEMINAR LOCATION	REGION
June 11	Oklahoma City, Oklahoma	MAKEUP
June 25	Spokane, Washington	ANM
July 30	Minneapolis, Minnesota	AGL
August 13	Anchorage, Alaska	AAL
August 27	Sandston, Virginia	AEA
September 17	St. Ann, Missouri	ACE
October 22	Philadelphia, Pennsylvania	AEA

1997

DATES	SEMINAR LOCATION	REGION
January 14	Ft. Lauderdale, Florida	ASO
February 11	Houston, Texas	ASW
March 11	Memphis, Tennessee	ASO
May 13	Oklahoma City, Oklahoma	MAKEUP
June 10	Indianapolis, Indiana	AGL
July 15	Bedford, Massachusetts	ANE
August 12	Salt Lake City, Utah	ANM
August 14	Las Vegas, Nevada	AWP
September 16	Albuquerque, New Mexico	ASW
October 7	Kansas City, Missouri	ACE
November 4	Long Beach, California	AWP

APPENDIX 2. RECURRENT TPE STANDARDIZATION SEMINAR
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1998

DATES	SEMINAR LOCATION	REGION
January 27	Fort Worth, Texas	ASW
February 10	College Park, Georgia	ASO
April 21	Charleston, West Virginia	AEA
May 12	Cleveland, Ohio	AGL
July 14	Seattle, Washington	ANM
July 16	Anchorage, Alaska	AAL
August 4	Oklahoma City, Oklahoma	MAKEUP
September 15	Springfield, Illinois	AGL
